

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOH03510983</u>	DATE POSTED: <u>11/02/15</u>
POSITION NO: <u>940397</u>	CLOSING DATE: <u>11/16/15</u>
POSITION TITLE: <u>Office Assistant (S)</u>	
DEPARTMENT NAME / WORKSITE: <u>DOH/Navajo Nation Food Distribution Program/Fort Defiance, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB56A</u>
WORK HOURS: <u>8:00 a.m. - 5:00 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>40</u> \$ <u>20,300.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>9.76</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>

**DUTIES AND RESPONSIBILITIES:**

Answer telephone, routes call, takes messages, greets and refers visitors/clients to appropriate staff; responds to routine inquiries on procedure and process of the Program. Types routine correspondences, report, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents/cases, purging and updating files.

Receives, logs in and distributes incoming mail; making photocopies and/or scanned information for electronic filing; receives and process employee and office related forms and/or documents; takes minutes of meetings; enters data into database; makes routine calculation and checking information for accuracy; orders and accounts for inventory and distribute office supplies

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A high school diploma or GED; and one (1) year of general office, customer service or related experience.

**Preferred Qualifications:**

- Proficient in Microsoft Office software and other computer applications.
- College courses in Business or related field.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of computers; knowledge of working with spreadsheets (Excel) and Microsoft programs; Customer Services skills;

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